

**MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION
DIVISION OF TRAFFIC AND PARKING SERVICES**

Special Event Approval Process
Moving Event (e.g. Races, Parades, etc.)

THIS APPLICATION MUST BE MADE AT LEAST **TWO (2) MONTHS**
PRIOR TO THE DATE OF THE EVENT

Event sponsor contacts the Division of Traffic and Parking Services (DTPS) (240-777-2190) to obtain the proper permit forms. The Division's staff will assist the applicant in identifying agencies and contact persons which must also review the permit prior to approval.

The Event Sponsor's authorized representative completes the MCDPW&T application form and attaches the following:

- (1) a suitable map highlighting the roads affected.
- (2) a descriptive traffic control plan.
 - The traffic control plan should address in detail how the sponsor will:
 - (a) minimize impact on, or alter normal traffic flow;
 - (b) provide for the safety and needs of event participants;
 - (c) implement the logistics
 - (d) policing arrangements.
- (3) a route narrative explaining the direction of travel, affected lanes, etc.

Items (1) thru (3) must accompany each permit application. For **ALL** events the presence of law enforcement officers and monitors shall be required at each signalized intersection. Monitors shall be placed at all non-signalized intersections.

After completing the permit application form and properly compiling the package, the Event Sponsor's authorized representative will obtain local police approval from the appropriate Montgomery County Police District(s) before submitting copies to DTPS. After receiving local police approval the applicant will submit the completed application to DTPS (applicant shall retain a copy for their records).

If the event is acceptable as planned, based on the Division's guidelines, the applicant will coordinate with other public agencies involved to obtain their concurrence with routing, road closure(s), and the traffic control plan. If initially unacceptable, the event sponsor's authorized representative will be informed immediately by telephone. Time permitting the applicant shall be given an opportunity to redraft a plan.

Upon final determination by DTPS, we will notify the Event Sponsor's authorized representative, police, and other public agencies of official approval/denial. Every effort will be made to do this at least one (1) month prior to the date of the event.

Upon receipt of an approved permit, the event sponsor will advise the general public and local emergency services two (2) weeks in advance of pertinent details.

PUBLIC RIGHT-OF-WAY OCCUPANCY PERMIT

Complete all information requested in steps # 1, #2, #3. Submit completed package (All 4 sheets) to the address listed under insurance "CERTIFICATE HOLDER."

(print or type all information)

EVENT INFORMATION

STEP # 1

NAME OF EVENT: _____

EVENT SPONSOR: _____
(DAYTIME): _____

CONTACT PERSON: _____ PHONE: (EVENING): _____
(FAX): _____

ADDRESS: _____

EVENT RAIN EVENT (include time to set-up and clean-up)
DATE: _____ DATE: _____ TIME: (FROM) _____ (TO) _____

ROADWAYS AFFECTED BY THE EVENT: (EXAMPLE: Road A between Road B and Road C.)
(please attach a map of route)

(Attach additional sheets if necessary)

ESTIMATED NUMBER OF EVENT PARTICIPANTS: _____

STEP # 2

INSURANCE INFORMATION

- (a) Attached CERTIFICATION OF INSURANCE
(b) Signature on Waiver

STEP # 3 Permittee shall coordinate with Police Department:

(The following shall be completed by the County Police)

Signature: _____ Police District(s): _____ Date: _____
(Police Dept. Contact) (B,G,R,S,W)

EFFECTIVE JANUARY 1, 1997
MANDATORY INSURANCE REQUIREMENTS
FOR R-O-W OCCUPANCY PERMITS

The permittee must obtain at their own cost and expense and keep in force and effect until termination of the event, the following insurance with insurance company/companies licensed to do business in the State of Maryland. Coverage must be evidenced by a **Certification of Insurance** of the insurance policies.

Permittee's insurance shall be the only coverage responding to any claim for this event.

Commercial General Liability: A minimum limit of liability of five hundred thousand dollars (\$500,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following coverage:

- Contractual Liability
- Premises and Operation
- Independent Contractors
- Products and Completed Operations

Additional Insures:

Montgomery County Government **MUST** be named as an additional insured on the liability policy.

Policy Cancellation: Forty-five (45) days written notice of cancellation or material change of the policy is required.

CERTIFICATE HOLDER:

Montgomery County Government, Department of Public Works and Transportation
Division of Traffic and Parking Services
Traffic Control and Lighting Engineering
101 Monroe Street, 11th Floor
Rockville, Maryland 20850

WAIVER

"By accepting this permit, the permittee, its successors, assigns, agents and employees agrees to indemnify, and hold harmless Montgomery County, Maryland from any activity connected to this permit and from and against any and all demands, losses, judgements, costs, or expenses (including reasonable attorney's fees) incurred by the indemnitee in connection with injuries or damages to person and or property arising out of or resulting from any activity connected with the issuance and acceptance of this permit."

Signature of Sponsor's Authorized Representative

PUBLIC RIGHT-OF-WAY PERMIT
SPECIAL REQUIREMENTS:
(check all applicable boxes)

- ☐ (1) Signs notifying the public **must** be posted a minimum of one week prior to the event on the right side of all effected roadways where they intersect with major roadways. (see illustration "A" for sign details).

When applicable, "ROAD CLOSED" signs **must** be posted the day of the closure at the last **major** intersection where motorists can detour to avoid the closure (see illustration "D") and at the actual point of the closure (see illustration "C").

Lettering and symbols on the above described signs **must** be legible for passing motorists to easily see and comprehend.

- ☐ (2) Temporary parking restriction signs **must** be posted 72 hours in advance and remain posted for the duration of the event at locations where parked vehicles would conflict with the event.

See illustration "B" for the required sign message and dimensions. Lettering and symbols **must** be legible enough to be easily seen and comprehended.

- ☐ (3) Traffic drums or cones (see illustration "E" and "F") **must** be used at all points of closure — starting areas, the crossing of intersections, locations where the route changes directions, and all driveways (except single family homes).

- ☐ (4) For the closure of a lane or a portion of a lane along a segment of roadway, the permittee **must** provide 28" high traffic cones or traffic drums placed no further than 40' apart to separate and define the portion of the roadway to be used for vehicle travel from that reserved for the event.

- ☐ (5) Traffic drums or cones **must** be in place just prior to the times allocated for the event (as specified herein) and removed as soon as the last participant clears each section of the event route (no later than the ending time as stated on the permit).

- ☐ (6) For races or moving events, a "LEAD and "CHASE" vehicles **must** be used in front and behind to insure the safety of all participants during the event.

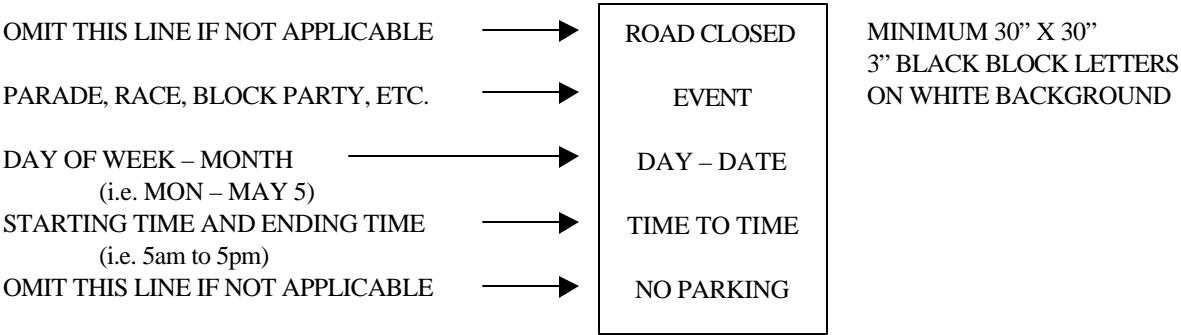
- ☐ (7) Residents and/or businesses of all properties fronting the subject road sections and/or those whose access is directly impacted by the event **must** be notified in writing by the permittee a minimum of 72 hours prior to the event.

- ☐ (8) Vehicle access to and from properties abutting and/or directly affected by the event **must** be permitted at all times: **EMERGENCY VEHICLES SHALL BE PERMITTED THROUGH PASSAGE AT ALL TIMES.**

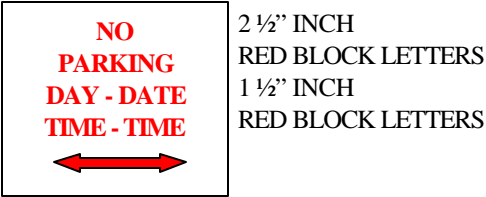
- ☐ (9) Permittee **must** secure police assistance at locations that require complete closure of the roadway and at all signalized and/or major intersections where the participants may be crossing without regard to existing traffic control devices.
- ☐ (10) Competent adult monitors **must** be stationed at all other intersecting roadways and/or driveways (except those of signal family homes) not controlled by police.
- ☐ (11) Competent adult monitors **must** have copies of "Detour Maps" to inform passing motorists of alternate routes around the event.
- ☐ (12) If applicable, permittee **must** secure the necessary permits from Maryland State Highway Administration and/or other agencies or municipalities for the temporary use of their right-of-way.
- ☐ (13) The "Double Yellow Center Line" rule **shall** be enforced at all times during the race. This rule also applies to any practice runs the participants partake in prior to the race.
- "The Double Yellow Center Line Rule prohibits any participant from crossing the center line of any roadway during practice or the actual race with the exception of the start of the race and the sprint to the finish line at the end of the race".*
- ☐ (14) A "Rolling Road Block" type of closure **shall** be used during the event. At no time will any county roadways be closed to motorists during the event, except during the start of the race and the finish of the race.
- ☐ (15) "Practice Runs" are allowed only on the roadways as stated in the permit and **must** be held on the day of the event and only during the times as stated in the permit.

APPROVED: _____ DATE: _____
TRAFFIC CONTROL AND LIGHTING ENGINEERING

A



B



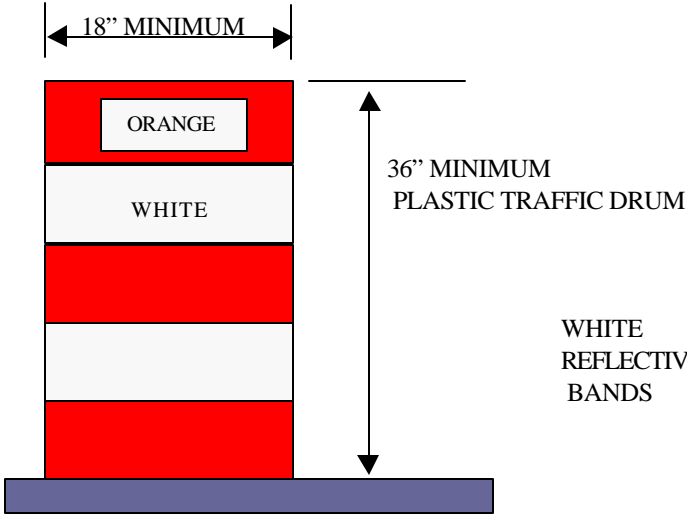
C



D



E



F

